CREATING A HOME PAGE

To the left is an example of a developed homepage from the student’s perspective.

When you are ready to develop your homepage you should have all your components developed. The homepage above includes a banner in the header, two learning modules, and the syllabus. The learning modules were first created in the course content before being added to the homepage.

**Adding Components**

To add a link to the Begin Here learning module:

1. Choose Add Content Link from the course homepage

2. Select Learning Module (or choose the item you would like to add)

3. Click on the learning module you wish to add and choose Add Selected

4. The learning module will be added to the homepage

   - Select the first one, then hold the shift key down and select the last one. This will select all the ones in between, including the first and last.

   - Hold the control key down and select as many as you want. This is a good option when your desired selections are not in order.

**You can do this as many times as you want to any of the components.**

**You can add more than one at a time by doing either of the following:**
Moving icons on the homepage

To change the order of objects placed on your homepage:

1. Click on the dropdown menu next to the icon you want to move
2. Choose the arrows to move it to the right or left

Customize your Icons

To customize your icons with images, descriptions, and titles:

1. Choose Customize Link, Replace Image, or Page Properties (depending on the type of link you are working with) from the icon dropdown menu
2. Add a title to your link to display on the homepage
3. Give your link a description to be displayed next to the icon on the homepage
   • Note: Keep descriptions short and simple
4. Replace your current icon with a new image or choose to revert to the standard icon.
Using Icon Sets

If using Blackboard Vista’s content icons on your homepage, you can choose from an icon set to use.

1. Select Manage Course from the Build or Teach
2. Choose Course Content Icons from the list of options
3. To change the entire icon set, choose Select New Content Icon Set from the top of the page
4. Select the radio button next to the set you would like to use for the course.
5. Choose Select at the bottom of the page to apply your icon choice

Add a header or footer

To add a header or footer:

1. Select Page Options from the top right of the Course Content page (homepage).
2. From this dropdown list choose Edit Header or Edit Footer
3. Type in the information you would like displayed in the header or footer

4. Select the **Use HTML** option to use HTML code to style your text

5. Select the checkbox to use the header or footer on each page in your course

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**Add a Banner Image**

To add a banner image to the homepage:

1. Open the **Edit Header** option from **Page Options**

2. In the header pop-up box, select the **Enable HTML Creator** button

3. In the HTML Creator screen select the **Insert Image** button
4. Browse to find your image within your class files or on your local computer.

5. Enter in any additional display information. This section is optional and may be left blank.

6. Select OK

7. The Create or Edit Header page will again be displayed. Select Save

8. Your banner image will be displayed on your homepage

**Customize the Page Layout**

To customize the homepage:

1. Click on Page Options and choose Customize Page Display

2. The first section allows you to customize the layout of your page icons and text using Blackboard Vista layout templates

3. In the Layout Preview section, you can choose how your icons and icon text are displayed

4. The background section allows you to set an image background or background color